

Community Payee Services Representative – full time

MAJOR RESPONSIBILITIES:

1. Receive and distribute client funds within their established budgets and maintain documentation on all transactions.
2. Utilize automated Client Fund Management system so that information is current, and individuals' bills are paid in a timely manner.
3. Assure completion of reports for Social Security Administration (SSA) annually for each individual for whom InterAct is designated as Representative Payee and maintain effective communication with SSA.
4. Work with InterAct clinical staff, other community-based case managers or supports coordinators, individuals served (clients) and their representatives to accomplish budgeting goals.
5. Demonstrate flexibility to handle various duties within the payee & finance areas.
6. Assure compliance with Kalamazoo Community Mental Health and/ or other contracts as applies to the representative payee program—including collection of needed data.
7. Communicate in a manner that demonstrates dignity and respect for clients served and assures the client's right to privacy and confidentiality.

REQUIREMENTS:

- Two (2) years' experience with automated /electronic financial record-keeping required
- Associates degree in business or accounting strongly preferred
- Excellent verbal and written communication skills (on phone, in person, via email) and ability to be flexible, yet firm communicating and following policies required
- Excellent organizational ability, with focused time-management and ability to work independently required
- Strong problem-solving skills and ability to remain calm under pressure in a fast paced setting necessary
- Accurate data entry skills required
- Experience working with persons receiving SSDI/SSI funds preferred; knowledge of Social Security Administration (SSA) and individual budgets helpful
- Understanding of hierarchy of need in client budgets in order to prioritize their fund expenditures required
- Experience communicating with people with mental, physical and/or cognitive disabilities, as well as their families and/or case managers very helpful
- Experience working for non-profit agency a plus

InterAct is a non-profit mental health agency that provides an array of services to individuals with a mental illness. This position is competitive in compensation with a rich benefits package. Please send resume and letter of interest to bbuyce@interactmich.org. Deadline to apply is: Wednesday, August 24, 2016 at 5:00 p.m.

For additional information on InterAct, please visit our website at www.interactmich.org. Thank you.